

Completion of the Processing Cycle

After the data has been processed and the financial files are updated, reports are generated from report requests. Another program assigns report destinations and ROPES processes the distribution of reports.

Finally, the Shadow Files are updated and refreshed for agency viewing and use.

REPORT OUTPUT

At the completion of the nightly system update process, report output, special forms, and requests for files, data or reports (to be printed on paper) are automatically generated.

Output Requests - Special Forms

By 7:00 AM on most workdays, requestable reports and any reports *requiring special forms* (e.g., claim schedules and remittance advices) are loaded in the ROPES queues. ROPES queues requiring special forms are loaded with a status of "Print Ready". Claim Schedule face sheets, Remittance Advice forms and check stock must be loaded into the printer and the printer started by the operator. See Volume 1, Chapter XI, Preparing Claim Schedules, and Volume 1, Chapter XIV, Check Writer Subsystem.

Requestable and Special Forms Report Requests - Standard Paper

Standard reports are usually available on agency printers by 7:00 AM on workdays unless the CALSTARS News states otherwise. Reports may have processed but may still be printing if the prior day's requests contained many and/or lengthy reports.

The data center has the ability to create full-sized reports on a high-speed laser or reduced-size laser facility. Reports that agencies request from the data center are delivered to CALSTARS in the early morning for sorting and packaging. Sacramento-based agencies usually receive their reports by mid-morning. Reports for out-of-town agencies is sent by U.S. Mail. See Volume 6, Chapter II, Report Requesting, Printing and Other Output.